

Section 7.2 FUNCTIONS MENU

Data Collection Inquiry

Time Tab

Purpose	This section provides the procedures for Timekeepers and Employees to inquire on time entered by using the Time tab window.
Tab	Time
Reminders	<ol style="list-style-type: none">1. The Time tab is accessed through the Functions, Data Collection Inquiry items on the menu bar.2. The Time tab consists of the following bottom tabs:<ul style="list-style-type: none">■ Time Detail - This tab is automatically activated when the Time tab is clicked.■ CB Detail - This tab allows a user to view time entered by coding block.■ Comments - This tab allows a user to view any comments that had been entered through Data Collection.■ The Error - This tab allows a user to view any error and/or warning messages. The Error tab is only displayed when there is a warning and/or error.■ Cash NPA - This tab allows a user to view Net Pay Adjustments. The Cash NPA tab is only displayed when a Net Pay Adjustment has occurred.

Time Tab (Time Detail Bottom Tab)

The following window is displayed when the Time tab is selected. The fields displayed are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Data Collection Inquiry

Selection Time Activity Equipment Inventory Leave Req Emp Info History

AMATO, GREIG EUGENE 590-10-1162 Eff Dt: 04/25/1993 PP EndDt: 2/3/01 Ver: 0 Adj Type:

Name : AMATO, GREIG EUGENE SSN : 590-10-1162

Hours Display

Month: January

Hours Type	Sum Total	21 S	22 M	23 T	24 W	25 Th	26 F	27 S	Wkly Total	28 S	29 M	30 T	31 W	01 Th	02 F	03 S	Wkly Total	PP Total
REG1	1.0	2.0	3.0	4.0	5.0	6.0	7.0	28.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	77.0	105.0	
REG2	4.0	5.0	6.0					15.0									15.0	
REG3	4.0							4.0									4.0	
ADM1	5.0	7.0	9.0	10.0				31.0									31.0	
Totals:	14.0	14.0	18.0	14.0	5.0	6.0	7.0	78.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	77.0	155.0	

Personal Mileage: .0

Time Detail CB Detail Comments Errors

<= < > => Close

Ready

Time Tab (Detail Time Bottom Tab)

The following information is displayed:

Field Name	Description
Hours Type	The hours type reported by the employee.
Sum Total	Total hours reported for a particular hours type per pay period.
Days of the Week	Total hours by hours type for each day of the week reported by the employee.
Wkly Total	Sum of total hours reported for a particular hours type per week.
PP Total	Sum of total hours reported for a particular pay period.
Totals	Total for each day of the pay period (if time was reported on a daily basis) and a total for each week of the pay period.

Time Tab (CB Detail Bottom Tab)

Click on the CB Detail bottom tab to display the Coding Block Display window. This window displays detail coding block information reported for each hours type. The fields displayed are described on the following page.

The screenshot shows the 'Data Collection Inquiry' window with the 'Leave Req' tab selected. The window displays the following information:

Selection | **Time** | **Activity** | **Equipment** | **Inventory** | **Leave Req** | **Emp Info** | **History**

AGAR, LEARLENE LAURA 070-10-1134 Eff Dt: 09/07/1997 PP EndDt: 9/29/01 Ver: 0 Adj Type:

Name : AGAR, LEARLENE LAURA SSN : 070-10-1134

Coding Block Display

Date	Hours Type	Hours	AY	Index Code	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	STD T
09/28/2001	REG1	8.0												<input checked="" type="checkbox"/>
Total :		8.0												
Grand Total :		80.0												

At the bottom of the window, there are navigation buttons: <=, <, >, and =>, and a 'Close' button.

CB Detail Bottom Tab

The following information is displayed:

Field Name	Description
Name, SSN	The employee's name and Social Security Number.
Date	The dates the employee charged the coding block elements.
Hours Type	The hours type charged to a coding block.
Hours	The number of hours charged to a coding block.
Coding Block Elements	Coding block reported by the employee. Note: If the standard coding block is being used, a '✓' is displayed in the Std field, and the coding block element fields will be blank.
Std	Displays a '✓' if the standard coding block was reported.
Total	The daily total of hours charged to a coding block.
Grand Total	The pay period total of hours charged to a coding block.

Time Tab (Comments Bottom Tab)

Click on the Comments bottom tab to display the Comments window. This window displays comments reported by the employee for hours entry. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. Below the menu is a tabbed interface with tabs: Selection, Time, Activity, Equipment, Inventory, Leave Req, Emp Info, and History. The "Activity" tab is selected. The main area displays a header for "Gregory, Henry J" with ID "423-66-8891", effective date "05/05/1996", and end date "10/19/96". Below this is a table titled "Comments" with columns: Hours Type, Day, Comments, Entered By, and Entered On. The table contains one row: SKLV, 10/7/96, Dr. Appointment, T_DEPT99, 09/26/1996 10:45. At the bottom, there are tabs for Time Detail, CB Detail, and Comments (which is selected). Navigation buttons (<=, <, >, =>) and a Close button are also present. The status bar at the bottom shows "Ready".

Comments				
Hours Type	Day	Comments	Entered By	Entered On
SKLV	10/7/96	Dr. Appointment	T_DEPT99	09/26/1996 10:45

Time Tab (Comments Bottom Tab)

The following information is displayed:

Field Name	Description
Hours Type	The hours type for which the comments are reported.
Day	The day of the pay period for the comment.
Comments	Comments reported by the employee.
Entered By	User ID of the user who entered the comment.
Entered On	Date when the comment was entered.

Time Tab (Errors Bottom Tab)

Click on the Errors bottom tab to display the Errors window. This window displays any errors and/or warning messages. The fields displayed are described on the following page.

The screenshot shows the DCDS 32 Data Collection Inquiry window. The main window has a menu bar with File, Edit, Options, Functions, Params, Reports, Window, and Help. Below the menu bar is a tabbed interface with tabs for Selection, Time, Activity, Equipment, Inventory, Leave Req, Emp Info, and History. The 'Leave Req' tab is selected. The data displayed for 'AMATO, GREIG EUGENE' includes SSN 590-10-1162, Eff Dt 04/25/1993, PP EndDt 2/3/01, and Ver 0. Below this, the 'Errors Display' section shows a table of errors:

Hours Type	Error No	Type	Description
NA	20026	W	Total hours, excluding non-pay hours, exceeds 144.
NA	20046	W	Appropriation Year entered is different than current Fiscal Year.
NA	20010	W	Total hours reported does not match standard hours.

At the bottom of the window, there are navigation buttons: <=, <, >, and =>. A 'Close' button is also present. The status bar at the bottom left shows 'Ready'.

Time Tab (Errors Bottom Tab)

The following information is displayed:

Field Name	Description
Hours Type	The hours type that was entered on the time entry window.
Error No	Number of the type of error or warning found during validation process.
Type	Displays a “W” if a warning was found or “E” if an error was found during validation. Note: Time may be submitted with warnings, but errors must be corrected before the timesheet can be submitted.
Description	Reason why error/warning occurred.